

# SANDEEP BILUNG

Process Associate

F-217, Sanjay Colony , Bhati mines New Delhi , 110074, India

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Date of birth ..... 08 Jan 1998 Nationality ..... INDIAN

## PROFILE

Dynamic Operations Executive with over three years of experience in logistics and inventory management, demonstrating a proven ability to drive efficiency and enhance operational workflows. Expertise in overseeing order fulfillment processes, maintaining compliance with safety regulations, and managing inventory levels ensures a streamlined operation. Recognised for strong data management skills and a collaborative approach that fosters teamwork and productivity. Committed to upholding high standards while navigating complex logistical challenges with effective problem-solving abilities.

## EMPLOYMENT HISTORY

❖ **Data Entry Operator, YCH LOGISTICS INDIA PVT LTD** ..... Jun 2023 — Mar 2025  
New Delhi

- Verifying data by comparing source documents and retrieving data in Excel.
- Responsibilities include transferring data from physical documents to an online data base system by typing and scanning, recording data from customers directly into the online system.
- Maintaining files and records both physically and systematic.
- Answering phone's and managing emails.
- Conducted thorough inspections of packages to identify potential hazards.
- Collaborated with team members to improve operational efficiency.
- Maintained detailed records of inspections and outcomes.
- Maintaining complete data of Export & Import
- Supervise daily operations ensuring efficiency and productivity.
- Also involved day-to-day activities of procurement and supply chain.
- Making AWAY bills of Export shipments.
- Document signing with Indian Custom Department regarding Import and Export.
- Trained new staff on best practices for visual screening.

❖ **Data Entry Operator, KANTVAM HEALTH LAB** ..... Feb 2022 — Mar 2023  
New Delhi

- Responsibilities include transferring data from physical documents to an online data base system by typing and scanning, recording data from customers directly into the online system
- Creating accurate spreadsheets, updating existing data.
- Verifying data by comparing source documents and retrieving data in Excel.
- Document verification.

## EDUCATION

❖ **UNIVERSITY OF DELHI, NEW DELHI** ..... Jan 2017 — Jan 2021  
B.A PROGRAMME

❖ **NIOS, NEW DELHI** ..... Jan 2016  
12TH BOARD

❖ **CBSE, NEW DELHI** ..... Jan 2014  
10TH BOARD

## SKILLS

Fast Learner .....	<i>Expert</i>	Good computer Skills .....	<i>Expert</i>
Ability to Multitask .....	<i>Expert</i>	Time Management .....	<i>Expert</i>
Ability to Work in a Team .....	<i>Expert</i>	Problem Solving .....	<i>Expert</i>
Ability to Work Under Pressure .....	<i>Expert</i>		

## LANGUAGES

HINDI .....	ENGLISH .....
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